




SCANNING WITH YOUR PHONE

IPHONE

USING THE ADOBE SCAN APP



Download the Adobe Scan: PDF Scanner & OCR app

1. Scan a document
2. Open **Notes** and select a note or create a new one.
3. Tap the Camera button , then tap **Scan Documents** .
4. Place your document in view of the camera.
5. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button  or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap **Keep Scan**.
6. Tap **Save** or add additional scans to the document.

USING NOTES APP



1. Open the **Notes** app on your iPhone.
2. Tap the **New Note** icon in the bottom right corner of the screen (it looks like a little box with a pencil).
3. Tap on the camera icon at the bottom of the screen. If you don't see the camera icon, go to step 4.
4. Select **Scan Documents**.
5. Center the first page in your viewing window.
6. Tap the **Snap-Picture** button (round circle at the bottom of the screen).
7. Tap on **Keep Scan or Retake**.
8. After tapping **Keep Scan**, repeat steps 5 through 7 for the next page.
9. Continue until you have taken a picture of each page. Then tap **Save**.

How to save a scanned document on your iPhone as PDF

1. Get the **iBooks** app from the App Store for iOS if you have not done so already.
2. Open the saved scanned document in Notes that you want to save as a PDF, then tap the Share button (it looks like a little box with an arrow flying out the top).
3. Choose "Copy to Books" from the sharing options.
4. Your document is now saved in the Books folder as a PDF. **Note: only the copy of your document in the Books folder is a PDF.**

SCANNING WITH YOUR PHONE

ANDROID

GOOGLE DRIVE APP



Scan documents as PDFs on an Android device

1. Install and open the Google Drive app.
2. Tap **New Scan**.
3. Hold the phone over the document to get a clear picture and snap the photo.
4. When you're done scanning, tap OK.
***If you are scanning a multipage document, tap the **Add button** to go on to the next page and repeat the process.
5. Tap **Done/ Save**.
6. Enter a name for the file, choose a Drive account to save the file to and a Drive folder, and tap Save.
7. To redo a scan, tap the circular **Refresh** arrow.
8. The resulting files are stored on Google Drive.

SAMSUNG

SINGLE-PAGE SCANS

1. Open the camera app and position the document in the center of your view. The camera app will automatically detect the document.
2. Tap the **Scan** button.
3. Tap the **thumbnail image** to review your scan.
4. Tap the **Edit Icon** if you'd like to edit your scan. Editing tools will appear. You can edit, crop and rotate your scan as needed.
5. Tap **Save** and zoom in to make sure you got a good scan.
6. Tap the **Share Icon** to send the document via email or messenger.

MULTI-PAGE SCANS

1. Open the **Microsoft Office app** and tap **Actions** at the bottom right.
2. Select Scan to PDF.
3. Scan the first page and then tap **Add New**.
4. Tap **Confirm** to accept the scan.
5. Continue scanning all the pages. When you're done, tap the red arrow.
6. You can open a recent scan by tapping its thumbnail image.
7. Tap the **Edit** button to begin editing your scan, then tap **Done** when you're finished.